

**Jim Doyle**  
Governor

**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**



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**SCREENING PANEL  
NURSING HOME ADMINISTRATORS EXAMINING BOARD  
Room 179A, 1400 East Washington Avenue, Madison, WI  
Contact: David O'Connell (608-261-4490)  
Thursday, March 18, 2004  
9:00 A.M.**

1. Call Open Session to Order
2. Convene to Closed Session to consider discipline (s. 19.85(1)(b), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
  - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment

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**NURSING HOME ADMINISTRATOR EXAMINING BOARD  
Room 179A, 1400 East Washington Avenue, Madison, WI  
Contact: Jerry Lowrie (608) 261-4486  
Thursday, March 18, 2004  
9:30 A.M.**

1. CALL TO ORDER
  - a. Declaration of Quorum
2. Adoption of Agenda
3. Election of Officers for 2004
4. Appoint Board Representatives for Screening Panel
5. Approval of Minutes (12/18/03)
6. Administrative Report – Jerry Lowrie, Bureau Director, Business and Design
  - i. Board Roster
  - ii. 2004 Meeting Dates
  - iii. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
  - iv. To Do List
  - v. Changes to Administrative Rule Making Procedures
7. Travel
  - a. NAB 2004 Annual Meeting, New York, NY, June 16-18, 2004
8. Legislative Update
  - a. Proposed Language Changes - Revisions to HFS 132-David Eagan
  - b. AB 16 Requirements for Nursing Home Administrator Licenses – Update Jerry Schallock
  - c. AB 314 Licensing Hospital Administrators and Granting Rule-Making Authority- Chris Klein

- d. AB 451 Mandatory Overtime Hours Worked by Health Care Workers Employed by Health Care Facilities and Providing Penalties.
  9. Administrative Rules
    - a. Cheating on Examinations-RL 4 - Jerry Lowrie.
  10. Practice Issues
    - a. Unauthorized Practice of Law
  11. Reinstatement/Renewal
    - a. Conducting Background Checks
  12. CE Course Approval – V. Jean Morris - Lydia Bridge
  13. Education/Examination Issues
  14. Board Member Activity
  15. Miscellaneous Correspondence/Information-New License Format-Blue Licenses
  16. New Business
  17. CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.
    - a. Case Closings and Case Status Report or any Submitted after Preparation of Agenda.
    - b. Monitoring Report or any Submitted after Preparation of Agenda.
      - i. Vincent Bergstrom 01 NHA 018
    - c. Proposed Stipulation
      - i. Lynette M. Duley-Culver 02 NHA 019
    - d. Deliberation on Proposed Administrative Warnings, Disciplinary Stipulations or Decisions Submitted after Preparation of Agenda
    - e. Pending Applications or any Submitted after Preparation of agenda.
    - f. Examination Issues
      - i. Review of State Examination Questions- Darwin Tichenor
  18. RECONVENE TO OPEN SESSION
  19. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate
  20. Other Such Items as Authorized by Law
- DOE – Signatures for Proposed Stipulations, Orders and Administrative Warnings.
21. ADJOURNMENT

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board's agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.